



# Tampa International Airport

**AVIATION AUTHORITY**

**REGULAR BOARD MEETING**

**Thursday, April 6, 2017  
9:00 A.M.**

**Boardroom  
Level 3 at Tampa International Airport**

## **AGENDA**

Any person who desires to appeal any decisions made at this meeting will need a record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceeding is made which includes the testimony and evidence upon which the appeal is based. Any person requiring reasonable accommodations to attend any public meeting because of a disability or physical impairment must submit a written request to Joseph W. Lopano, Chief Executive Officer, Hillsborough County Aviation Authority, Post Office Box 22287, Tampa, FL 33622 or via facsimile at (813) 870-7868. Such request must be received at least 48 hours before the meeting. If you have any questions, please call (813) 870-8701.

TABLE OF CONTENTS

A. CALL TO ORDER..... 3

B. PLEDGE OF ALLEGIANCE..... 3

C. APPROVAL OF THE AGENDA..... 3

D. PUBLIC COMMENTS ..... 3

E. APPROVAL OF THE MINUTES - Regular Authority Meeting – March 2, 2017 ..... 3

F. MANAGEMENT REPORT..... 3

G. APPROVAL OF THE CONSENT AGENDA ..... 3

    1. Space Rental Agreement, Frontier Florida LLC, Tampa International Airport, Resolution No. 2017-03 ..... 4

    2. Ratification of Purchase Order and Approval of an Increase to the Annual Extra Work Authorization Amount, Fuel Facility Management Inc., Emergency Procurement of Repairs to Rental Car Common Fuel System, Tampa International Airport, Resolution No. 2017-24 ..... 6

    3. Lease and Concession Contract for Automated Mail Service, Mail Safe Express, Inc., Tampa International Airport, Resolution No. 2017-22 ..... 8

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION ..... 10

I. COMMITTEE REPORTS..... 11

J. UNFINISHED BUSINESS..... 12

K. NEW BUSINESS ..... 13

L. PRESENTATIONS - None ..... 14

M. STAFF REPORTS..... 14

N. ADJOURNMENT ..... 14

- A. **CALL TO ORDER**
- B. **PLEDGE OF ALLEGIANCE**
- C. **APPROVAL OF THE AGENDA**
- D. **PUBLIC COMMENTS**
- E. **APPROVAL OF THE MINUTES** - Regular Authority Meeting – March 2, 2017
- F. **MANAGEMENT REPORT**
- G. **APPROVAL OF THE CONSENT AGENDA**

**G. CONSENT ITEM**

1. Space Rental Agreement, Frontier Florida LLC, Tampa International Airport, Resolution No. 2017-03

I. Background:

In 1991, the Authority entered into a lease agreement with GTE Florida Incorporated (GTE) for 1,765.5 square feet of space in the Administrative Building to be used solely and exclusively for the purpose of providing support to GTE’s operation of a telephone equipment room. The lease agreement expired April 30, 1996 and, with no success in having a new agreement put into place, continued on a month-to-month basis. GTE Florida Incorporated later became known as Verizon Florida LLC and is now known as Frontier Florida LLC (Frontier). Frontier currently pays the following:

<u>Premises</u>	<u>Sq. Ft.</u>	<u>Rate</u>	<u>Annual</u>	<u>Monthly</u>
Telephone Equipment Room	1,765.5	\$24.83	\$43,842.72	\$3,653.56

The rent was increased 3% annually from 1992 until 2017.

II. Proposal:

The Authority and Frontier have agreed to enter into a new Space Rental Agreement (Agreement) to depict the accurate square footage of the telephone equipment room (Premises) and memorialize the termination date of the Agreement to ensure a timely move-out so the Premises can be demolished at a later date to make room for Master Plan construction. Insurance and other administrative provisions will also be updated.

This Agreement authorizes Frontier’s use of 1,853 square feet in the Administration Building for a telephone equipment room. The term of this Agreement commences on May 1, 2017 and terminates on September 30, 2019 and can be terminated by either party upon 30 days written notice. Frontier will begin paying rent for the Premises as follows effective May 1, 2017:

<u>Premises</u>	<u>Sq. Ft.</u>	<u>Rate</u>	<u>Annual</u>	<u>Monthly</u>
Telephone Equipment Room	1,853	\$24.83	\$46,009.99	\$3,834.17

The Premises rent represents the current rate as determined by Authority and will automatically increase 3% annually, without written amendment to this Agreement. A security payment equal to six months’ estimated rents, fees and charges is also required.

**G1 (Continued)**

---

III. Funding:

N/A

IV. Recommendation:

Management recommends adoption of Resolution No. 2017-03.

V. Resolution:

**Resolution No. 2017-03 approves and authorizes execution of the Space Rental Agreement at Tampa International Airport with Frontier Florida LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.**

**G. CONSENT ITEM**

2. Ratification of Purchase Order and Approval of an Increase to the Annual Extra Work Authorization Amount, Fuel Facility Management Inc., Emergency Procurement of Repairs to Rental Car Common Fuel System, Tampa International Airport, Resolution No. 2017-24
- 

**I. Background:**

On June 3, 2010, the Authority entered into a Maintenance Contract with Fuel Facility Management, Inc. to provide labor and expertise for Rental Car Common Fuel System Management. The Maintenance Contract includes a provision for extra work in an annual not to exceed amount of \$30,000.

On February 16, 2017 an emergency need to repair 300 feet of fuel piping was identified at the Rental Car Common Fuel System and on February 27, 2017 additional fuel piping was also identified as needing repairs.

A Purchase Order in the amount of \$72,381 was issued to Fuel Facility Management, Inc. for the repairs and the repairs were made under provisions of the Maintenance Contract. This purchase exceeded the Board authorization for extra work under the Maintenance Contract and requires ratification.

**II. Proposal:**

This item ratifies the Purchase Order to Fuel Facility Management, Inc. in the amount of \$72,381 for the repairs to the Rental Car Common Fuel System and increases the Maintenance Contract extra work authorization for FY17 from \$30,000 to \$102,381.

**III. Funding:**

This Purchase Order is funded from the Maintenance and Tenant Capital Contingency Budget.

**IV. Recommendation:**

Management recommends adoption of Resolution No. 2017-24.

**G2 (Continued)**

---

V. Resolution:

**Resolution No. 2017-24 ratifies a purchase order in the amount of \$72,381 to Fuel Facility Management, Inc.; approves an increase to the annual extra work authorization amount of the Maintenance Contract for FY17 to \$102,381; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.**

**G. CONSENT ITEM**

3. Lease and Concession Contract for Automated Mail Service, Mail Safe Express, Inc., Tampa International Airport, Resolution No. 2017-22
- 

**I. Background:**

On May 3, 2012, the Board approved and authorized execution of a Concessions Agreement for Automated Mail Service with Mail Safe Express, Inc. (Mail Safe). The initial term of the Agreement was May 3, 2012 through May 2, 2015, with two, one-year renewal options. Those renewal options were subsequently exercised, revising the end date of the Agreement to May 2, 2017.

Mail Safe provides a service that allows confiscated items to be mailed by passengers, for a fee, to a location outside the Airport through automated mail equipment located at the security checkpoints in the Airside Buildings.

Authority Policy P820 authorizes negotiation with an existing operator when, upon anticipated expiration of the full term of an agreement, it is determined by the Chief Executive Officer to be in the best interests of the public and the Authority to negotiate a new agreement with the current concessionaire for continued operation of the concession. Any resulting agreement is subject to Board approval.

The Chief Executive Officer has determined that it is in the best interests of the public and the Authority to negotiate a new agreement with Mail Safe for the automated mail service concession.

**II. Proposal:**

This item authorizes execution of a Lease and Concession Contract for Automated Mail Service with Mail Safe for the period of May 3, 2017 through May 2, 2020, with two, one-year renewal options at the sole discretion of the Chief Executive Officer or designee. The Authority may cancel the Lease and Concession Contract with 30 days advance written notice.

Under the terms of the Lease and Concession Contract, Mail Safe will pay the Authority 14% of its annual gross receipts earned through the automated mail service concession, a 4% increase over the previous Agreement.



**G3 (Continued)**

---

There is no ACDBE expectancy for this Lease and Concession Contract.

III. Funding:

N/A

IV. Recommendation:

Management recommends the adoption of Resolution No. 2017-22.

V. Resolution:

**Resolution No. 2017-22 approves and authorizes the execution of the Lease and Concession Contract for Automated Mail Service at Tampa International Airport with Mail Safe Express, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.**

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

---

I. COMMITTEE REPORTS

---

J. UNFINISHED BUSINESS

---

K. **NEW BUSINESS**

---

L. PRESENTATIONS - None

M. STAFF REPORTS

N. ADJOURNMENT